



Coatesville Area School District
Virtual Learning Handbook
Parents and Students
2020-2021

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Mission

The Mission of the Coatesville Area School District, rich in diversity and committed to excellence, is to create innovative educational experiences, which are funded by the taxpayers, supported by the community, delivered by dedicated teachers and administrators, to ensure all students will become responsible, contributing, global citizens.



Table of Contents

Introduction 4

Goals 4

Overview 5.....

Calendar 6

Communication Tools and Strategies 6

Expectations for Teaching and Learning 7

Expectations for Students 7

Virtual Etiquette 8.....

Attendance 8

Engagement 9

Canvas 10

Grading 11

Course Progress and Academic Support 11

Academic Integrity 11

Schedule 12

Expectations for Parents 16

Instructional Supports 16

Special Education Supports 17

Gifted Education Supports 18

Section 504 20

English Language Learner Supports 20

Social and Emotional Supports 21

One-to-One Device Access 23

Contact Information 25

Introduction

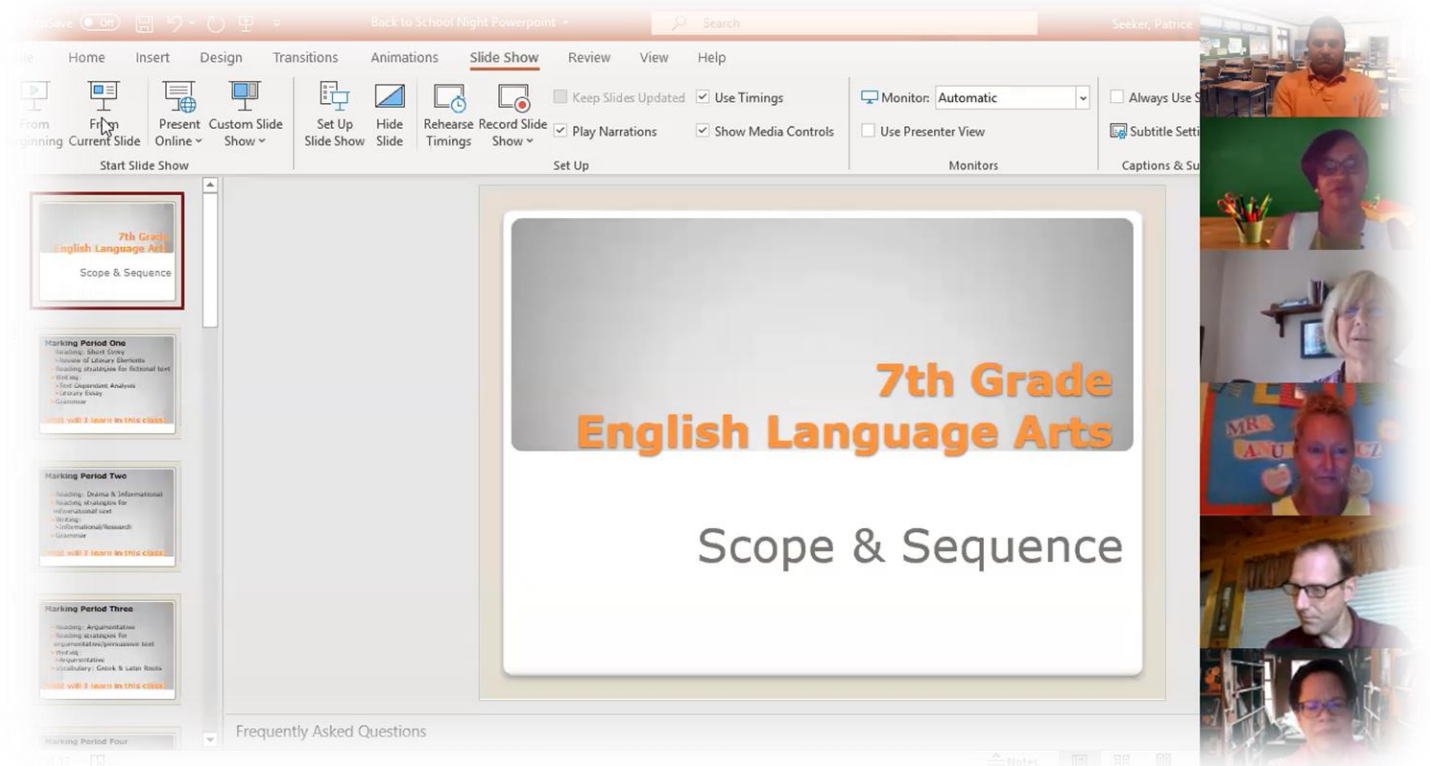
The Coatesville Area School District, has developed a plan to offer an opportunity to its students to access instruction in an online learning format virtually, in the event that we are forced to close schools for any length of time in the future, due to the impacts of the COVID-19 Pandemic. Our virtual instruction will align with state and district standards and guidelines and will parallel the daily instruction delivered in the brick and mortar setting.

Guiding Beliefs

- Health and Safety of students, staff, families, and our community
- Equity
- Quality Programming
- Belonging to a larger Community

Goals

- Minimize disruption to student learning, in the event the district is required to close during the 2020-2021 school year, due to the COVID-19 Pandemic.
- Provide clear and consistent expectations for students, staff, and families.
- Provide quality online instruction, rooted in student engagement, academic rigor, and student accountability.
- Allow for maximum flexibility of transitions between online and brick and mortar learning environments.
- Support students and families through consistent communication and equitable access to instruction and assistance to meet the needs of all stakeholders.



The screenshot shows a Microsoft PowerPoint presentation titled "7th Grade English Language Arts Scope & Sequence". The presentation is displayed in a virtual meeting window. The slide content includes the title "7th Grade English Language Arts" in orange and grey text, and "Scope & Sequence" in grey text. The presentation is shown in a virtual meeting window with a sidebar on the left containing navigation options like "From Beginning", "From Current Slide", "Present Online", and "Custom Slide Show". The meeting window also shows a vertical stack of video thumbnails for participants.

Overview

The Coatesville Area School District had designed a virtual learning plan, which is designed to meet the academic, social, and emotional needs of our students, while providing instruction and learning experiences that are as closely aligned to that which they would experience in our brick and mortar schools, for as long as necessary to maintain student and staff safety from COVID-19. We believe that this plan provides the necessary academic rigor and excellence to support our mission and ensure that students continue to maintain sufficient academic progress. This handbook is provided to outline the expectations for families and students, as they engage in virtual learning.

Remote vs. In-Person Instruction

Virtual instruction may seem quite different from In-Person instruction. However, a better comparison would be different varieties of the same thing. Instead of thinking of Virtual and In-Person instruction as an Apple/Orange comparison, think of them more like a Red Apple/Green Apple comparison. Red apples and green apples may be used for different purposes, but they are both still apples.

Virtual instruction is simply another way to deliver instruction to students. While students may interact, complete assignments, and take assessments in different ways the design behind virtual classroom tools is meant to mimic In Person interaction in the classroom.

Similarities: Virtual and In-Person Instruction

The fundamentals of teaching are still the same in a virtual classroom. Some of these similarities include:

- Course Content
- Pedagogy
- Lesson Design
- Student Engagement

Differences: Virtual Instruction and In-Person Teaching

While there are many similarities between virtual and In-Person instruction, it would be unfair to say there are no differences. The CASD teachers and staff are prepared to help their learners with the additional processes associated with the virtual learning model.

- Additional Processes - Students and families will be new to the Canvas Learning Management System. They may be unfamiliar with logging in to the learning system, finding and turning in assignments, communicating with the instructor and other learners, and joining live classes. We are prepared to teach students each of these processes.

Virtual Learning Definitions

- Asynchronous Learning - Asynchronous virtual learning occurs when students work independently on learning activities and assignments. Teachers provide lesson content through written materials and video presentations. Students show what they know by completing interactive learning activities, self-grading and teacher graded assessments, and teacher graded written work and projects.
- Synchronous Learning - Synchronous virtual learning occurs when students join an audio/video

enabled meeting space at the same time. This synchronous session may include whole group instruction led by the instructor and small group work amongst the learners. The structure of this session is much like an In Person learning experience.

- Learning Management System – A Remote learning classroom is often made up of two pieces – 1) a Learning Management Systems and 2) an audio/video enabled meeting space. A Learning Management System (LMS) is used to plan, deliver, and manage the learning content for your Remote classroom. Content is created in other applications and uploaded and organized within the LMS. Learning content may include documents, videos, learning activities, and assessments.

Calendar

During online learning, as the result of school closure, the school calendar will continue to be followed as approved by our Board of School Directors, to maintain a seamless entry and exit for students from virtual instruction to in-person instruction and vice versa. Previously established holidays and professional development days will be observed as scheduled.

Communication Tools and Strategies

During the school closure, parents will receive regular communication regarding changes or updates as they become available. Official district-to-parent communication will disseminate from one of two

primary mechanisms: email or the district website (www.casdschools.org) In addition, we have devoted a page on our website specific to COVID-19 where communication and updates will be provided regularly (<https://www.casdschools.org/domain/1814>). If you have any questions or concerns about your child's online learning at any time, you may contact your child's teacher, building administrator(s) or central office administrator via phone or email.





Expectations for Teaching and Learning

The expectation is that our students are held to the same academic standards in the virtual setting, as they would be in the brick and mortar setting. Academic integrity must be maintained.

Expectations for Students

- Students must adhere to the CASD Code of Conduct and are expected to provide a safe and respectful environment for teachers and students
- Students are expected to adhere to the CASD Dress Code
- Students are expected to adhere to the Acceptable Use Policy for Technology. Proper behavior, as it relates to the use of computers and technology, is no different than proper behavior in other aspects of school activities. All users are expected to use the computers and networks in a responsible, ethical, and polite manner.
- Students are expected to check Canvas or other teacher communication formats daily. Teachers will provide scheduled office hours.
- Students will be expected to adhere to all assessment policies for diagnostic, benchmark, and Standards Based Assessments.
- Students will attend virtual lessons with teachers.
- Students are to be an active participant in virtual discussions, as instructed by the teacher.
- Students are to complete work and submit assignments as designated by the teacher.
- It is expected that students keep online interactions positive and constructive.
- Students will report any technical issues to the IT Helpdesk as soon as the issue arises.
- Students will maintain best practices for virtual learning sessions.

Virtual Etiquette

- Consider the Environment behind you that can be seen in video and ensure there are no inappropriate images or materials
- Use your first and last name when entering the virtual classroom
- Login at the start time for each period to ensure you are not late
- Mute audio when entering chats or virtual learning
- Mute audio when not speaking
- Be appropriate and respectful
- Listen to the teacher or individual speaking
- Stay engaged throughout the lesson or activity
- Ensure that your work is completed and submitted by you

Attendance Expectations

- Students are responsible for logging into Canvas, participating in live instruction, daily work completion and responding to “Question of the Day”, to ensure they are marked present for each day.
- Teachers will be logging attendance into eSchoolPlus and will be verifying attendance based on logins and completion of work in Canvas, as well as participation in the Live instruction Zoom Sessions.
- The Coatesville Area School District Attendance Policies and Procedures will remain in effect.
- Please email teacher if your child will be absent and unable to attend virtual session.
- Full day absences should be reported within three days of absence to child's school building attendance e-mail address. Please find the full list of building attendance e-mail accounts below:

Caln Elementary School: cnattendance@casdschools.org

East Fallowfield Elementary School: efattendance@casdschools.org

King’s Hwy. Elementary School: khattendance@casdschools.org

Rainbow Elementary School: rbattendance@casdschools.org

Reeceville Elementary School: rvattendance@casdschools.org

North Brandywine MS: nbattendance@casdschools.org

Scott 6th Grade Center: scattendance@casdschools.org

Coatesville Cyber Academy: cyberattendance@casdschools.org

Coatesville Area Intermediate HS: caihsattendance@casdschools.org

Coatesville Area Senior HS: cashattendance@casdschools.org



Engagement

All students participating in virtual learning are expected to engage in the learning environment and content.

Student engagement will be measured through:

- participation in synchronous (live) instruction
- small group instruction
- enrichment/intervention
- completion of assignments within Canvas

If a student is not engaging in their education, the following steps will take place:

1. Parent/Teacher/Student Conference
2. Should dis-engagement continue, the Parent and Teacher will develop an action plan to identify the necessary steps for the student to be successful

Canvas

The Learning Management System that teachers and students will be utilizing is Canvas. Students are to log into Canvas daily to review communication from the teacher and to complete daily assignments.

Tips for Students

- Check your course agendas daily. This practice will ensure that you are prepared for each of your classes every day.
- Check your Canvas announcements and updates.
- Stay in communication with your teacher. Login to your course, check your Canvas messages, subscribe to Canvas course notifications, and know your teacher's office hours, contact information and/or availability.
- Be an active participant. Complete all readings, participate in discussions, and submit activities and assessments on time.
- Be proactive. Pay attention to due dates and do not expect your teacher to remind you when deadlines are approaching. Do not put off until tomorrow what you can do today.
- Save digital copies of your work for the entire year until you have received your final grade. It is a good idea to keep a copy of everything in your district Google Drive.
- Read the directions for assessments carefully.
- Let someone know if you are struggling. Students need to communicate with teachers or counselors when they need assistance. A student cannot be helped if the problem is not known.



Grading

- Grading during the school closure will be consistent with grading practices in the brick-and-mortar setting.
- Students should submit assignments and complete assessments in accordance with the policies and procedures established by the teacher in each course.
- Grading requirements for each course will be posted by teachers

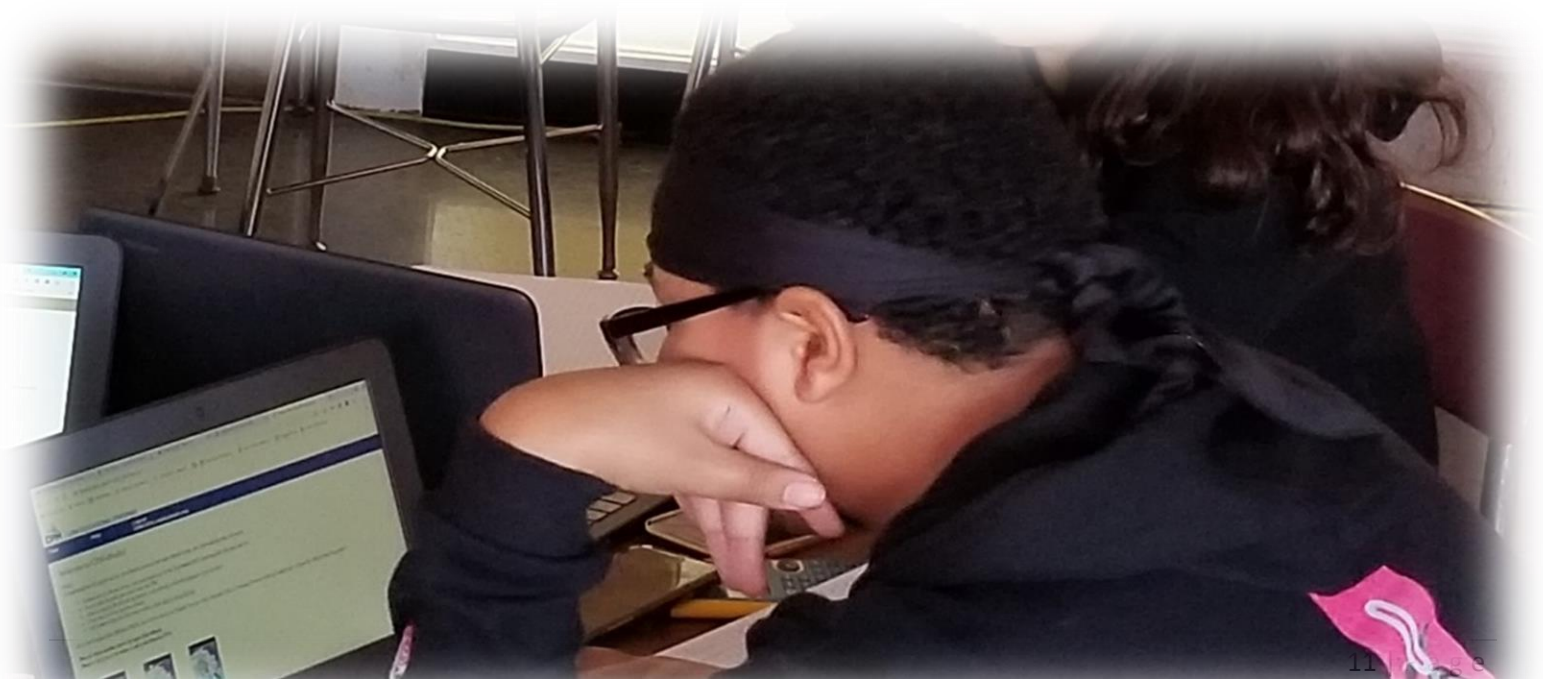
Course Progress and Academic Support

- It is the responsibility of the student to complete work for his or her courses
- All teachers will make themselves available to students over the course of virtual instruction
- It is the student's responsibility to advocate for their education, reach out, and request support or to participate in the Office hours that the teachers provide
- Students are expected to engage in face to face virtual interaction with their teacher on a regular basis

Academic Integrity

Academic integrity is a foundation of virtual learning. It is the responsibility of the student to understand and acknowledge academic integrity and not engage in Plagiarism or Cheating.

- Plagiarism- the presentation of someone else's ideas as your own
 - Examples may include, but are not limited to:
 - Copying and pasting any selection from an online or print source and presenting it as your own
 - Utilizing sections of online or print sources and failing to cite
 - Presenting the work of another person as your own
- Cheating- a student's decision to act dishonestly or unfairly to gain an advantage
 - Examples may include, but are not limited to:
 - Providing questions/answers/work to another student
 - Receiving questions/answers/work from another student
 - Utilizing online or print sources on an assignment, quiz, or test, without permission



Schedule

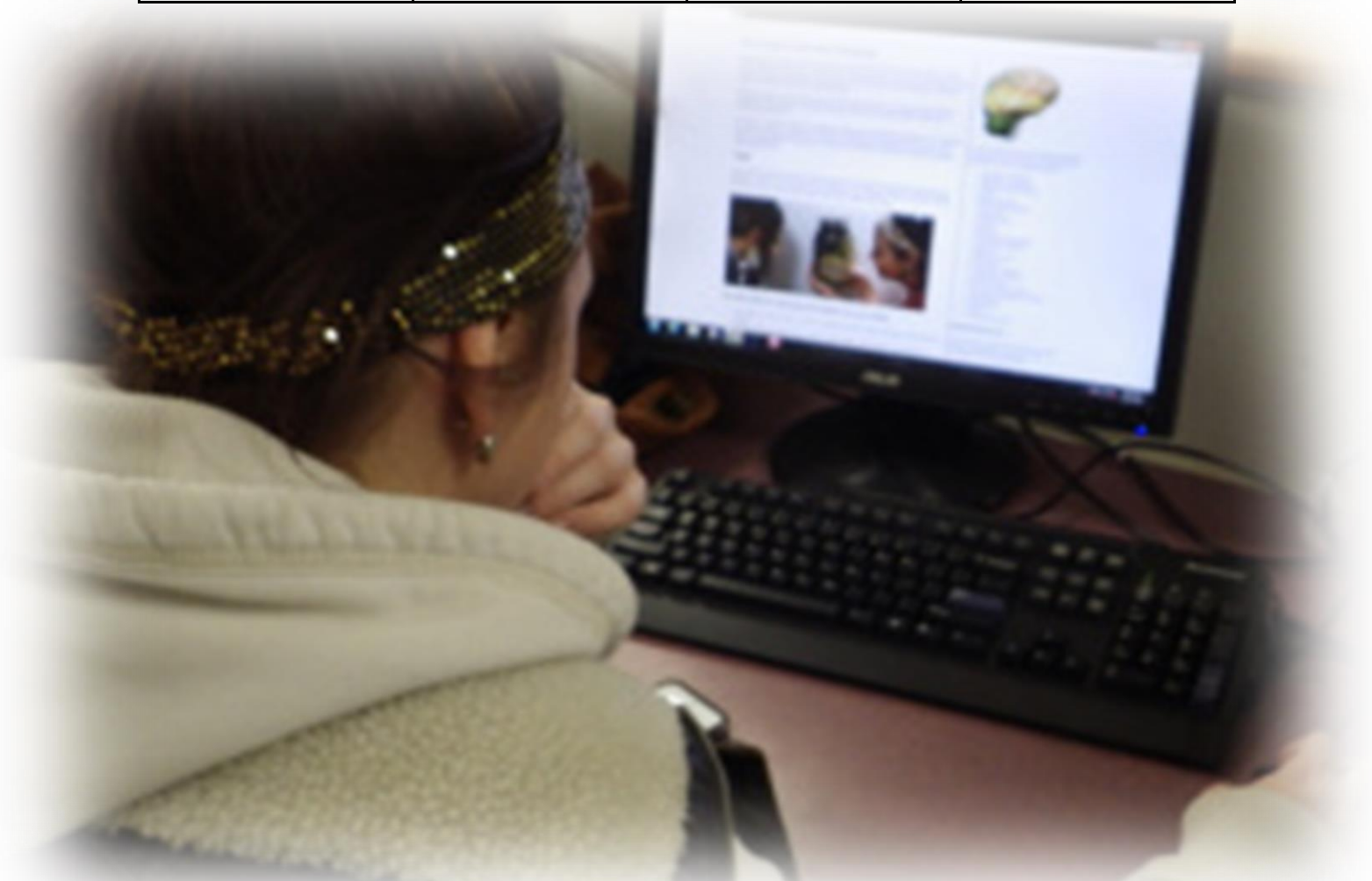
- Students will follow their brick-and-mortar schedules in the virtual environment based on their assigned courses and periods.
- To control the amount of live screen time in any one day for students, time is allotted each day for live, synchronous instruction via Zoom with classroom teachers as well as asynchronous opportunities to complete assigned or independent work.

Elementary Student Schedule

9:15-9:30	Morning Meeting
9:30-10:00	ELA: Live Direct Instruction
10:00-10:30	ELA: Small group instruction and/or independent student work time with the option for students to work offline.
10:30-11:00	Math: Live Direct Instruction
11:00-11:30	Math: Small group instruction and/or independent student work time with the option for students to work offline.
11:30-12:00	Science/Social Studies: Live Direct Instruction
12:00-12:20	Writing: Live Direct Instruction
12:20-12:30	Afternoon Meeting
12:30-1:00	LUNCH
1:00-1:40	Related Arts Group 1 or PLTW Group 1: Live Direct Instruction Teachers will communicate the Related Arts and PLTW schedule to students in Canvas.
1:40- 2:30	Targeted Instruction Time as Needed
2:30-3:10	Related Arts Group 2 or PLTW Group 2: Live Direct Instruction Teachers will communicate the Related Arts and PLTW schedule to students in Canvas.
3:10- 3:45	Students Can Access Office Hours with Teachers

6th Grade Schedule

Period	Red	Green	Blue
1 8:00 – 8:42	Block 1	Block 1	Related Arts
2 8:45 – 9:27			Related Arts
3 9:30 – 10:12	Related Arts	Block 2	Block 1
4 10:15 – 10:57	Related Arts		
5	Block 2 11:00 – 12:27	Block 3 11:00 – 11:42	Lunch 11:00 – 11:30
6		Lunch 11:45 – 12:15	Block 2 11:33 – 1:00
7	Lunch 12:30 – 1:00	Block 3 12:18 – 1:00	
8 1:03 – 1:45	Block 3	Related Arts	Block 3
9 1:48 – 2:30		Related Arts	



7th Grade Schedule

North Brandywine Middle School Virtual Learning Schedule

Below please find an example of the North Brandywine Middle School Virtual Schedule for Teams A, B and C. Please keep in mind that all English Language Arts 7th and College Prep Math classes are 87 minutes; however, the schedule below is broken down into periods which should be easier to follow. When you see English Language Arts 7th and College Prep Math 7th for two consecutive periods, this is a block and the student will remain with the same teacher.

Team A

PERIOD	TIME	MINUTES	COURSE Example
Period 1	8:00 – 8:42	42	English Language Arts 7 th LA
Period 2	8:45 – 9:27	42	English Language Arts 7 th LA
Period 3	9:30 – 10:12	42	Math
Period 4	10:15 – 10:57	42	Math
Period 5	11:00 – 11:30	30	Lunch
Period 6	11:33 – 12:15	42	Science
Period 7	12:18 – 1:00	42	Related Arts
Period 8	1:03 – 1:45	42	Related Arts
Period 9	1:48 – 2:30	42	Social Studies

Team B

PERIOD	TIME	MINUTES	COURSE Example
Period 1	8:00 – 8:42	42	English Language Arts 7 th LA
Period 2	8:45 – 9:27	42	English Language Arts 7 th LA
Period 3	9:30 – 10:12	42	Math
Period 4	10:15 – 10:57	42	Related Arts
Period 5	11:00 - 11:42	42	Related Arts
Period 6	11:45 – 12:15	30	Lunch
Period 7	12:18 – 1:00	42	Math
Period 8	1:03 – 1:45	42	Science
Period 9	1:48 – 2:30	42	Social Studies

Team C

PERIOD	TIME	MINUTES	COURSE Example
Period 1	8:00 – 8:42	42	English Language Arts 7 th LA
Period 2	8:45 – 9:27	42	Related Arts
Period 3	9:30 – 10:12	42	Related Arts
Period 4	10:15 – 10:57	42	English Language Arts 7 th LA
Period 5	11:00 - 11:42	43	Math
Period 6	11:45 – 12:27	42	Math
Period 7	12:30 – 1:00	30	Lunch
Period 8	1:03 – 1:45	42	Science
Period 9	1:48 – 2:30	42	Social Studies

Intermediate High School (8th - 9th)

Below you will find a sample student schedule for a 6-day cycle. Students should follow their designated schedule of classes and ensure they are logged into and engaged in virtual learning during the designated times for their classes.

Period	Time	Minutes	Course
Period 1 / Advisory	7:25 – 8:21	56	Algebra II
Period 2	8:24 – 9:12	48	English 9
Period 3	9:15 – 10:03	48	Psychology
Period 4	10:06 – 10:54	48	Health (O)/Concert Choir (E)
Period 5	10:57 – 11:45	48	Biology
Period 6	11:48 – 12:36	48	Early Am. History
Period 7	12:39 – 1:27	48	Lunch
Period 8	1:30 – 2:20	50	Spanish

High School (10th - 12th) Sample schedule

PERIOD	TIME	MINUTE	COURSE
PERIOD 1	7:25-8:17	52/CLASS & ANNOUNCEMENTS	ENGLISH
PERIOD 2	8:20-9:07	47	SOCIAL STUDIES
PERIOD 3	9:10-9:57	47	SCIENCE
PERIOD 4	10:00-10:47	47	ART
PERIOD 5	10:47-11:47	60	LUNCH /ENTIRE STUDY BODY
PERIOD 6	11:50-12:37	47	PE
PERIOD 7	12:40-1:27	47	MATH
PERIOD 8	1:30-2:20	50/CLASS & Announcements	WORLD LANGUAGE

Expectations for Parents/Guardians

We understand that an online learning environment can be challenging for some learners, especially during the current COVID-19 pandemic. Your child's teacher will be providing live instruction, small group instruction, and enrichment/intervention. Below are some ways that you can support virtual learning:

- Support their student in understanding the daily schedule for virtual instruction while being flexible
- Ensure their child attends live instructional sessions, which will occur via zoom during the scheduled time for each class period
- Help their student set up a dedicated learning space in the home and have district provided resources and materials available
- Work together to Check Canvas for assignment submissions and grades and support academic integrity
- Ensure the students follow the CASD Policies, Codes, Classroom Rules and Expectations
- Maintain open lines of communication with the teachers and the school
- Maintain devices, supplies, and resources provided to the students and understand the Acceptable Use Policy
- Follow federal and state laws regarding student privacy and FERPA. This includes not recording lessons or sessions and not posting photos or videos on social media.
- Contact the IT Helpdesk for any technology concerns
- Communicate any issues, questions, or concerns promptly to the teacher or administration

Parent/Guardian Instructional Supports

The Coatesville Area School District wants to provide encouragement, support, and strategies to assist their children with learning in a virtual setting. We want to include some instructional supports that will provide support with virtual learning at home. It is important to speak to students about their participation and engagement throughout virtual learning.

- Set up a daily schedule/routine for your family.
 - Schedules provide for consistency
 - Schedules support the expectations of learning in the virtual
- Find a space for your child that will be conducive to their learning.
 - Ensure this space is free of distractions
 - Ensure this space is in an area that can be monitored if
- Support students in participation of live instruction and independent work
 - Remember, virtual learning is different than the typical school day
 - Help support students to work at the pace that works best
 - Communicate with the teacher for help or assistance
- Engage in some experiential learning
 - Review the math and science of cooking and baking
 - Engage in critical thinking and strategy with board
 - Practice authentic writing, through letter writing to family or friends

Special Education Supports

- Special education services will be provided to students in accordance with their IEP (Individualized Education Program) through synchronous (live) instruction.
- Special education teachers will develop an online schedule for live instruction for each student's identified area of need and at the frequency as outlined in the IEP.
- Live sessions will take place through Zoom.

Important Information

- Scheduled sessions will be consistent each week.
- Special Education Teachers will collaborate with the General Education teachers to ensure the Specially Designed Instruction is occurring in the virtual setting, along with progress monitoring toward the identified goals
- Paraprofessionals will serve in a variety of roles, including supporting small groups, providing reinforcement, working with individual students virtually, or supporting virtual learning in the home.
- Related Services (Speech, OT, PT, Vision and Hearing) will provide services virtually in accordance with the IEP.
- Progress monitoring will occur using the methods and frequency outlined in each student's IEP.
- If you have questions, reach out to your case manager through email

IEP Meetings

- Annual IEP meetings will be held in accordance with the annual IEP date.
- Team members will meet virtually via phone or through a virtual meeting site, such as Zoom.
- Case managers will send invitations electronically for parents/guardians to respond to regarding their availability.
- Participation in the IEP meeting will be recorded by the case manager by noting participants participated "virtually."
- Final drafts of IEPs and NOREPs (Notice of Recommended Educational Placement) will be sent electronically following the IEP meeting. Parents/guardians can scan and return or take a picture of the signature page and return to the case manager. If you are unable to sign and return your NOREP, please contact your case manager to arrange an alternate means for consent.
- Parents may request an IEP meeting at any time by reaching out to their student's case manager.

Evaluations and Re-evaluations

School psychologists will complete evaluations and reevaluations virtually as much as possible. Limited in-person testing will be completed on a one-to-one basis with the following health and safety guidelines:

- Parents will check their student for possible COVID-19 symptoms prior to leaving for a scheduled appointment with the school psychologist. Parents should check for fever, cough, shortness of breath and/or headache. If you or your child is presenting with symptoms, cancel your appointment and contact your child's healthcare provider.
- Hand sanitizers for both student and evaluator will be available during assessment sessions.
- All manipulatives will be sanitized before and after each testing session.
- Partitions will be used when students and evaluators need to be in proximity.
- In addition to partitions, evaluators will have face masks and face shields that may be used for certain assessments or in addition to the partition. Details can be discussed directly with the evaluator.
- Evaluators will maintain 6 feet when the student is engaged in independent tasks.

Evaluations/Reevaluations During Mandated Closure

- Evaluations and reevaluations that required testing that could not be completed during the Spring 2020 closure will be reissued through a new PWN (Prior Written Notice).
- School psychologists will work with Special Education Supervisors to prioritize cases and issue PWNs.
- We will work as quickly as possible to complete the assessments and evaluations.
- If you have questions or concerns regarding an evaluation or reevaluation, please contact the administrator, special education supervisor, or school psychologist for your child's building.

Gifted Education Supports

- GIEPs (Gifted Individualized Education Plans) will be implemented as written in the current GIEP.
- Should any revisions be necessary during virtual instruction, GIEP teams will meet to review needs and update the GIEP accordingly.

Important Information

- Each Gifted teacher will maintain resources in Canvas, the district approved learning management system, to provide information and instruction for students.
- Synchronous enrichment opportunities, which enrich the classroom learning experiences, and meet the designated goals of the GIEP, will be scheduled for students.
- Asynchronous enrichment opportunities, which enrich the classroom learning experiences, and meet the designated goals of the GIEP, will be available for students to access in Canvas.
- Teachers will be available to support during the direct instruction of core content, will be available to work with small groups to provide enrichment, and will be available during office hours for additional student support.
- Teachers will monitor student progress and will collaborate with general education teachers to monitor each student's need for enrichment and acceleration.

GIEP Meetings

GIEP meetings will be held in accordance with the annual GIEP date. Parents or GIEP team members can request a GIEP meeting through the gifted education teacher, general education teacher, guidance counselor, or administration.

- Team members will meet in a virtual setting or will meet via phone
- Gifted education teachers will send GIEP invitations electronically to GIEP team members.
 - Gifted education teachers should make three attempts to communicate the date and time of the GIEP meeting to allow parents/guardians opportunity to participate.
 - A meeting will be held after the third attempt without parent/guardian response.
- Final GIEPs and NORAs (Notice of Recommended Assignment) will be sent electronically and via mail, following the GIEP meeting.
 - Parents/guardians can scan and return, mail, or drop the document off at the school building if the main office is open, to be returned to the gifted education teacher.
 - If parents are unable to sign and return, they should contact the gifted education teacher to identify alternative means for consent.
- Procedural Safeguards will be included when sending any documents, or prior to any GIEP meetings.

Evaluations and Re-evaluations

- Initial evaluations: Parents remain able to request a gifted initial evaluation. If you have questions regarding a request, contact your building's school psychologists, guidance counselor, special education supervisor, or administrator.
- Reevaluations will be suspended until in-person instruction resumes, and updated data can be collected.
- Universal Screenings will take place when staff are able to collect baseline data. If a Screening is requested, the process of an initial evaluation will be followed.



Section 504

The Coatesville Area school district is committed to providing access to educational opportunities for students with disabilities which may impact their learning. During this pandemic, we will continue to work with families to meet the needs of students, while following public health, state, and district guidelines. When a determination regarding the learning/medical needs are made, we will work with students and families to develop specific plans for accommodations and/or services. We will work to ensure all students are provided access and prohibit discrimination according to Section 504 of the Rehabilitation Act of 1973.

Participation in the 504 Process

- The Coatesville Area School District will continue to provide families the opportunity to participate in the 504 process.
- Staff will work with families to determine the best appropriate format would be for the meeting, whether by zoom or by phone.

Delivery of Services and Support

- Teachers and case managers will work with families to provide access to the general education curriculum and allow for student progress and growth.
- Services for students will be addressed in collaboration with families on an individual basis.

Accommodations

- Accommodations are provided regardless of the educational setting.
- The 504 team will work collaboratively to identify solutions if it is determined an accommodation is not appropriate or successful in the virtual setting.

English Language Learner Supports

The Coatesville Area school district provides English Learners with instruction in English Language development and support services. Teachers will continue to provide opportunities for students to engage in English Language Development educational activities.

Delivery of Support

- The instruction for English Learners will be delivered in accordance to the WIDA standards based on the students English Language Proficiency Level.
- Supports for English Learners will be provided through collaboration with English Language Development Teachers, Content Teachers, with input from the Parent, Student, and other educational staff.
- The individualized learning plan will be shared with all teachers that work with the student.

Accommodations

- Teachers provide appropriate accommodations and modifications to support students in all content areas, by scaffolding and differentiating, and ensuring students can access the content and instruction from their teachers.
- Our English Language Development teachers will provide support with read aloud, translation, text support, and other language support which may be necessary across the content areas

Social and Emotional Supports

Counselors, prevention specialists and mental health specialists will utilize a variety of communication methods to conduct student meetings and counseling supports during online learning.

Delivery of Support

- Mind-Up Curriculum (Grades K-5)
- Individual and group meetings will be held virtually.

School Counselors

School Guidance Counselors are available for students during virtual learning. Guidance Counselors will be supporting students that may have supports through their IEPs, pertaining to social skills instruction. They will also be providing whole class and small group instruction regarding College and Career ready standards and provide opportunities for students to complete assignments for evidence of the College and Career Ready standards. Guidance Counselors will also be available for counseling supports and will be sending out communication regarding those supports. They will also be monitoring and supporting student attendance and engagement and will be sending out communication and scheduling meetings with our families.

Resources for Families

Devereux Advanced Behavioral Health

444 Devereux Dr.
Villanova, PA 19805
610-520-3000

The Horsham Clinic

722 E Butler Pike
Ambler, PA 19002
215-643-7800

Exton Behavioral Health and Rehabilitation

766 West Lincoln Highway
Exton, PA 19341
610-873-2233

Holcomb Behavioral Health Systems

467 Creamery Way
Exton, PA 19341
610-363-1488

Valley Creek Crisis Center

469 Creamery Way
Exton, PA 19341
610-280-3270

Maternal & Child Health Consortium

30 West Barnard Street, Suite 1
West Chester, PA 19382
610-344-5370

Child and Family Focus

500 N Walnut Rd,
Kennett Square PA, 19348
484-732-8459

Human Services

50 James Buchanan Rd
Thorndale, PA 19372
610-873-1010

Renaissance Behavioral Health

60 Pottstown Pike Ste 3
Chester Springs, PA 19425
610-458-8036

Child Guidance Resource Centers

744 E Lincoln Hwy Ste 420
Coatesville, PA 19320
610-383-5635

CJT Behavioral Health

21 W Washington St Ste B
West Chester, PA 19380
877-258-3003



Mental Health School Risk Protocol

The Coatesville Area School District understands the social emotional and mental health tolls that the Pandemic has taken on individuals and students. The Coatesville Area School District has processes in place, in the brick and mortar, and virtual setting, to ensure student safety and notification of pertinent individuals, in the case that a student discloses any concerning statements. All staff will be following the protocol listed below.

It is recommended, during virtual instruction, to have accessibility to e-schools or student demographic information, including Parent Contact Number and Address, during synchronous (live) instruction.

Safety (Suicidal/Homicidal/Self Harm) Statements

- Remain calm and supportive when speaking to the student.
- Gain as much information as possible.
 - What is your current location?
 - Reliable phone number for a responsible adult. Add adult to the call/session
 - Make attempt(s) to add an identified support person to the call/session
 - MH Therapist
 - Building School Counselor
 - Building Administrator
 - Special Education Supervisor
 - MH Supervisor
- If the student is making statements that indicate imminent danger to self or others, it is important that staff contact 9-1-1 immediately.
- If concern is not imminent risk
 - Consult with/Refer to identified support person to discuss next steps
 - MH Therapist
 - Building School Counselor
 - Building Administrator
 - Special Education Supervisor
 - MH Supervisor

Mandated Reporting

Obligations of mandated reporting remain in effect during virtual instruction. Should a report of suspected abuse come to the attention of a staff member, educator, supervisor, or administrator, a Childline report must be filed at 1-800-932-0313 or online at <https://www.compass.state.pa.us/cwis/public/home> immediately.



One-to-One Device Access

All students in grades K-12 will have a District-issued device, charger, and hotspot.

Overview

The vision and ultimate goal of the Coatesville Area School District is to create an environment where students can use technology to foster critical thinking, support the curriculum, and improve problem solving, communication, and collaboration inside and outside of the classroom. As part of this vision, the district created a 1:1 Technology initiative with a focus on at-home internet access. The 1:1 program will give students access to personalized learning that supports the district's technology plan. The 1:1 technology initiative will enable teachers and students to continue to work towards creating student-centered personalized learning environment.

Care Guidelines

- Your device should always be secured
- The devices are not permitted to be disassembled for any reason
- Devices should not be drawn on or marked
- Charge the device every night
- Use the device in your designated learning space during virtual learning
- Keep the device on a desk or a table. Do not place the device on the floor
- Protect the device from:
 - Extreme heat or cold
 - Foods and liquids
 - Small children
 - Pets
 - Smoking environments
 - Other potential hazards with travel
- Do not leave the device in a vehicle where high temperatures could damage the laptop and/or it could be stolen
- Devices that are stolen should be reported to the Police and a copy of the report must be provided to the Building Principal and technology team immediately.

Acceptable Use Policy

All students are expected to conduct their online activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of these resources may result in the suspension or loss of these privileges, as well as possible disciplinary, legal, or other action deemed necessary. Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, are contrary to the Acceptable Use Policy and consistent with Board Policy 815 or this Handbook, and any actions or activities that would disrupt the educational environment or hamper the integrity or security of the school network.

Liability

The 1:1 device is issued to the student who, with his or her parents or legal guardians, are the only authorized users of the device. Although each student accepts responsibility for the care and use of the device, the device remains the sole property of the Coatesville Area School District. In the event of damage to the device caused by recklessness, vandalism, negligence, or malicious intent, the student and parent/guardian will be responsible for the cost of repairs or replacement. Any damage must be reported as soon as possible. Failure to report damage, even if the damage was accidental, may be considered negligence. Students and or legal guardians are encouraged to purchase a protective laptop case or sleeve.

Guidelines for Online Safety

The Coatesville Area School District intends to provide a learning environment which integrates today's digital tools, accommodates mobile lifestyles, and encourages students to work collaboratively in team environments. Below are a few tips that can help keep your child safe, while online:

- Spend time with your child online and review websites which the student can access
- Instruct your child that the device is to be used in their learning area
- Maintain access to your child's social networking and other online accounts and randomly check his or her email
- Teach your child the responsible use of resources online and instruct your child to:
- Never arrange a face to face meeting with someone they met online
- Never upload pictures of themselves onto the internet or online services
- Never give out identifying information
- Set clear expectations with your child and provide them with websites they can access
- Stay involved in your child's school by remaining in close contact with your child's teachers and counselors
- Remind your child to stop and consider the consequences before sending or posting anything online
- Learn to use privacy settings

Board Policy 815 - Prohibitions

Users are expected to act in a responsible, ethical, and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Non-school related work.
4. Product advertisement or political lobbying.
5. Bullying/Cyberbullying.
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. Accessing, sending, receiving, transferring, viewing, sharing, or downloading obscene, pornographic, lewd, or otherwise illegal materials, images, or photographs.
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive or objectionable to recipients.
12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
13. Impersonation of another user, anonymity, and pseudonyms.
14. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
15. Loading or using of unauthorized games, programs, files, or other electronic media.
16. Disruption of the work of other users.
17. Destruction, modification, abuse or unauthorized access to network hardware, software, and files.
18. Accessing the Internet, district computers or other network resources without authorization.
19. Disabling or bypassing the Internet blocking/filtering software without authorization.
20. Accessing, sending, receiving, transferring, viewing, sharing, or downloading confidential information without authorization.

Technology Support

- If you are in need of technology support you can contact the technology department at ITHelpdesk@casdschools.org
- Include your Student Name and Student ID Number in the Subject and the Body of the Email
- Include the purpose or request in the body of the email
- Include the parent contact name or email in the email

Technology Distribution

- To swap out a damaged device or pick up a new device please contact your building administrator to arrange for your arrival at the building.
- Find your Building Administrator's Contact Information in the next section.

Contact Information

District Administration

<u>Name</u>	<u>Title</u>
Tomas Hanna	Superintendent
Lori Diefenderfer	Director of Business Administration
Carol Heindel	Director of Human Resources
Jason Palaia	Director of Educational Services
Dr. Don Mangan	Interim Director of Pupil Services
Darian Smith	Supervisor of Pupil Services
Erin Robinson	Supervisor of Food Service
Mike Sobczak	Director of Technology
Dr. Matt Flannery	Interim Director of Operations and Facilities
Frank Galbraith	Director of Student and Public Safety, Chief of Police CASD
Brian Chenger	Director of Activities and Athletics

School Contact Information

School Name, Address and Phone Number	Administration
<p>Coatesville Area Senior High School (10/11/12) 1445 E. Lincoln Highway Coatesville, PA 19320 610-383-3730</p>	<p>Michele Snyder, Principal snyderm@casdschools.org Julia Mastromarino Assistant Principal mastromarinoj@casdschools.org Jarvin Williams, Assistant Principal williamsj@casdschools.org Jeffrey Colf, Assistant Principal colfj@casdschools.org Brian Chenger, Athletic Director chengerb@casdschools.org Principal Secretary: Amy Brown brownam@casdschools.org Assistant Principal Secretary: Karen Mobley mobleyk@casdschools.org Attendance Secretary: Doris Fant Fantd@casdschools.org Attendance Secretary: Luann Watterson Wattersonl@casdschools.org</p>
<p>Coatesville Area Intermediate High School (8/9) 1425 E. Lincoln Highway Coatesville, PA 19320 610-383-3723</p>	<p>Cliff Maloney, Principal maloneyc@casdschools.org Dr. Joseph MacNamara, Assistant Principal macnamaraj@casdschools.org Dr. Jamar Alston, Assistant Principal alstonj@casdschools.org Kathryn Lamothe, Assistant Principal lamothek@casdschools.org Principal Secretary: Jodie Barr barrjo@casdschools.org Assistant Principal Secretary: Kathy Spangler spanglerk@casdschools.org Assistant Principal Secretary: Denise Smith Smithd@casdschools.org Attendance Secretary: Heather Domsohn Domsohnh@casdschools.org Attendance Secretary: Laurie Washington Washingtonl@casdschools.org</p>
<p>Coatesville Cyber Academy 3030 C. G. Zinn Road Thorndale, PA 19372 610-383-3740</p>	<p>Heather Messenger, Principal messengerh@casdschools.org Principal/Attendance Secretary: Sue Shumate shumates@casdschools.org</p>
<p>North Brandywine Middle School 256 Reeceville Road Coatesville, PA 19320 610-383-3745</p>	<p>Dr. Eugenia Roberts, Principal robertse@casdschools.org Dr. Wilson Lambert, Assistant Principal lambertw@casdschools.org Principal Secretary: Kathy Kadel</p>

	kadelk@casdschools.org Principal Secretary: Gail Dadd daddg@casdschools.org
Scott Middle School 800 Olive Street Coatesville, PA 19320 610-383-6946	Dr. Chris Jahnke, Principal jahnkec@casdschools.org Heather Messenger, Assistant Principal messengerh@casdschools.org Principal Secretary: Sandy Cook cooks@casdschools.org Attendance Secretary: Sue Shumate shumates@casdschools.org
Caln Elementary School 3609 E. Lincoln Highway Thorndale, PA 19372 610-383-3760	Rebecca Vietri, Principal vietrir@casdschools.org Principal Secretary: Dana Gallis gallisd@casdschools.org Attendance Secretary: Wendy Webster websterw@casdschools.org
East Fallowfield Elementary School 2254 Strasburg Road East Fallowfield, PA 19320 610-383-3765	Melissa Willis, Principal Principal Secretary: Jaclyn Bernardo bernardoj@casdschools.org Attendance Secretary: Sandra Frost frosts@casdschools.org
Kings Highway Elementary School 841 W. Kings Highway Coatesville, PA 10320 610-383-3775	Dr. Bridgette Miles, Principal Principal Secretary: TBD Attendance Secretary: Julie Sowa Sowaj@casdschools.org
Rainbow Elementary School 1113 W. Lincoln Highway Coatesville, PA 10320 610-383-3780	Maria Stauffer, Principal staufferm@casdschools.org Lynn Mancinelli, Assistant Principal Mancinellil@casdschools.org Principal Secretary: Kelly Stauffer staufferkl@casdschools.org Attendance Secretary: Cynthia Dunne dunnec@casdschools.org
Reeceville Elementary School 248 Reeceville Road Coatesville, PA 10320 610-383-2785	Nikki Celotto, Principal Celotton@casdschools.org Kerry Myers, Assistant Principal Myersk@casdschools.org Principal Secretary: Julie Baker Bakerj@casdschools.org Attendance Secretary: Patricia DelSantrop delsantrop@casdschools.org

